

JOB DESCRIPTION & PERSON SPECIFICATION

Issue Date: November 2018

DETAILS OF POST

Job Title: Event Support and Admin Officer

Department: Leisure and Facilities

Salary Range / NJC Scale: £17,681 - £18,672 per annum,
pro rata **Scale 14 - 17**

Hours of work: 20 hours per week (flexible working patter)

Status: 1 Year Fixed Term

Responsible to: Facilities Manager

Contacts: The post holder should expect to have contact with:

JOB PURPOSE

The main purpose of the role is to:

Provide the Facilities Manager with assistance when corresponding with organisations who wish to use Council land by providing guidance on the safe operation for running community events.

General responsibilities:

Meeting and corresponding with all potential event planners and

MAIN DUTIES & RESPONSIBILITIES

To meet with potential event organisers to advise them of best practice, licensing, mapping, suppliers, street collections, Purple Book guidelines, event health & safety, fire safety, risk assessments, public liability, traffic flow, road signage, security arrangements, briefings, environmental health, lost property, safeguarding, accidents, road closures, emergency procedures and serious incidents.

- Give support and guidance to event organisers to ensure they are meeting all technical, legislative and infrastructure requirements for their events.
- Support groups in organising their activities using best practice or statutory guidance if applicable, particularly in areas of health and safety, registration, road closures, licensing, waste management, welfare facilities etc.
- To actively promote the councils land for use by community groups and organisations to hold events large or small.
- To handle requests for promotional opportunities on Fore

GENERAL INFORMATION FOR ALL POSTS

The post holder will, on occasions, be;

- expected to attend additional training and development courses identified as a requirement for furtherance of the position or the post holder's personal development
- requested to attend meetings or events which may fall at evenings or weekends
- expected to undertake any other reasonable duties that the

PERSON SPECIFICATION

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> Minimum of 5 GCSE's at Grade 5 or C or above. 	<ul style="list-style-type: none"> SIA Qualification (Security Industry Association) Health & Safety (IOSH/NEBOSH)
Experience	<ul style="list-style-type: none"> Of working with other groups Working with volunteers Practical ability and problem solving Use of computers, MS Office Suite Event support/organisation. 	<ul style="list-style-type: none"> H&S Operating Procedures Road Closures and Licencing
Knowledge & Understanding	<ul style="list-style-type: none"> Local Government Event Health and Safety, incl Fire 	<ul style="list-style-type: none"> Licensing Purple Guide
Skills & Aptitude	<ul style="list-style-type: none"> IT Literate Effective oral / written skills Able to communicate effectively with a wide range of people Well organised Smart appearance Good team worker with ability to work under own initiative if needed Flexible approach to working as occasional evening & weekend work Active commitment to promoting equal opportunities in all aspects of work Willingness to undertake training 	<ul style="list-style-type: none"> Outgoing MS-Office Suite Driving Licence / use of car